Heathside School
Job Description & Person Specification

Job Title	**Administration Assistant**	**Grade**	**SP5**
Department	**Data, Admissions and Exams**	**Hours**	**35 Mon – Fri** **08:00 to 16:00**
Reports To	**Admissions Manager**	**Weeks**	

JOB PURPOSE

To provide administrative support within the Data, Admissions and Exams department. Provide maintenance of Student details in Sims to ensure it is kept up to date with relevant information in our continued drive to use data to raise standards across the trust.

MAIN DUTIES AND RESPONSIBILITIES

Data Administration

- To assist in maintaining the pupil assessment and reporting systems, data records, produce pupil data and reports and provide support to staff in using data software
- Maintaining and updating pupil records in Sims, their contact information and medical conditions given on the On Roll forms and Data sheets
- Responsible for receiving and updating all Permissions required i.e. Trip, Photo/Name and Biometric
- Assist the Data Manager in maintaining correct email and mobile records in Schoolcomms by dealing with Error Reports and communicating with the relevant recipients
- Carry out filing and data inputting requested by admin departments to help with back log
- Producing class/Tutor group lists or a student's timetable for staff when required
- Maintain the inputting of the Schools House System into Sims. Liaise with the House captains should students be omitted from lists provided

Admissions Administration

- Provide advice to prospective parents on the procedures required in making applications for either new Year 7, In Year or Sixth Form, maintaining strict confidentiality and, with due regard to data protection
- Co-ordinate Sixth Form applications and interview process
- Organise and conduct tours of the school
- Facilitate and manage the preparation of the Main School and Sixth From Prospectus'
- Administer all applications and coordinate Yr7 and In Year appeal hearings, including assisting in the investigation of fraudulent applications
- Administer and attend Open Evenings/Open Mornings
- Support the Assistant Principal; responsible for upper and lower school presentation morning and evenings

Exams Administration

- Assist the internal and external examination process and support the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies.
- Ensure data is maintained and retained in accordance with data guidelines and financial requirements, ensuring confidentiality, security and safeguarding of students at all times.
- Provide support in the training of new Exams Assistants, and ensure current Exams Assistants are up to date with new procedures
- Provide support in the setup of all exam rooms (Sports Hall/Gym/Class Rooms)
- Provide support in the implementation of exam entries and seating plans
- Provide support in the distribution and collection of exam papers

Other

- The ethos of the Trust is included within the strapline "Endeavour and Prosper" and its core value of 'Respect'. All staff are expected to be committed to this ethos in everything they do and avoid any action that may detrimental to the interests of the Trust.
- Work collaboratively to share good practice, resources and ideas and realise the Trust's visions and aims. Act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust your role will be based at Heathside School. However you may be asked to work at other academies within the Trust or partner schools and you should expect to travel between sites as required.
- Teaching and Learning is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.
- Utilise IT to improve communication and reduce paper use. Security procedures must be followed when using IT systems.
- Follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable IT Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using IT systems or Trust IT equipment.
- Ensure compliance and adhere to the Trust and Academy Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- Ensure that the highest priority is given to guidance and regulations to safeguard children and young people. Ensure any safeguarding or child protection issues are acted upon immediately by informing the Designated Safeguarding Lead.
- This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Principal. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The job description and person specification is current at the date issued, but may be updated in consultation with you to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post.

"ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
Experience			
Previous experience of working with young people in a school environment		D	App
Working with people at all levels both internally and externally	E		App/Int
Data analysis, strategic reporting and delivery to tight deadlines		D	App/Int
Skills, knowledge and abilities			
Excellent organisational, interpersonal and IT skills		E	App/Int/Ref
Excellent written and oral communication and presentation skills		E	App/Int
Ability to manage own workload and prioritise tasks		E	App/Int
Ability to work well under pressure to deadlines		E	App/Int
Able to demonstrate decision making skills and to give		E	App/Int
advice Excellent IT skills, e.g. Proficient in use of Excel,		E	App/Int
Word, MIS		E	App/Int
Meticulous attention to detail & maintain high level of		E	App/Int/Ref
accuracy Able to work on own initiative and under direction		E	App/Int
Able to evaluate learning needs & seek opportunities to address		E	App/Int
Good understanding of further and higher education		E	App/Int
Ability to manipulate interpret and analyse data		E	App/Int
Ability to learn new skills and processes quickly		E	App/Int
Qualifications and Training			
Good general level of education	E		App
Awareness of safeguarding procedures		D	App
Personal attributes			
Good interpersonal, presentation and communication skills, ability to relate well to young people	E		Int/Ref
Responsible, calm, confident, professional and able to deal effectively with staff at all levels, providing challenge when appropriate	E		App/Int App/Int
Flexible, efficient, solution focussed and highly organised	E		Int
Sensitivity, diplomacy, integrity and awareness of confidentiality	E		Int
Resilient and self-motivated with a commitment to continued improvement and personal development	E		Int
Ability to work without supervision and a team player, promoting equality of opportunity, participation and diversity.	E		Int/Ref
Willingness to go the 'extra mile' when necessary to ensure strategic objectives achieved	E		Int/Ref

App = Application **Int** = Interview/Test **Ref** = Reference

Employee Name		**Line Manager Name**	
Employee Signature		**Line Manager Signature**	
Date		**Date**	